DOCUMENT RESUME

ED 125 334 HE 007 208

AUTHOR Lightsey, Ralph; And Others
TITLE Faculty Handbook. Georgia Southern College.
INSTITUTION Georgia Southern Coll., Statesboro.
PUB DATE Aug 75
NOTE 39p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS Academic Freedom; Academic Standards; *Administrative Policy; Administrator Responsibility; Ancillary Services; *College Faculty; Faculty Evaluation; Faculty Promotion; Governance; Grading; *Higher Education; Job Tenure; Noninstructional Responsibility; *Personnel Policy; *State Colleges; Teacher Responsibility
IDENTIFIERS *Faculty Handbooks; Georgia Southern College; Professional Ethics

ABSTRACT

This 1975 edition of the faculty handbook brings together guidelines and procedures which govern the operation of the college, along with the fundamental rules, regulations, and policies relevant to their positions. The handbook's main sections deal with the school's history and purpose, organization and administration, academic structure, faculty employment policies and procedures, services and benefits, community environment, and a code of professional standards for the faculty. Faculty employment policies and procedures are detailed for: appointments, deductions and fringe benefits, leaves of absence, promotions, tenure, contracts, work loads, travel, resignations, termination of employment, retirement, insurance, death benefits, academic freedom and violation of rights, disruptive and obstructive behavior, classroom procedure, grade reporting, core curriculum, and faculty office hours and absences. (LBH)

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Faculty Handbook

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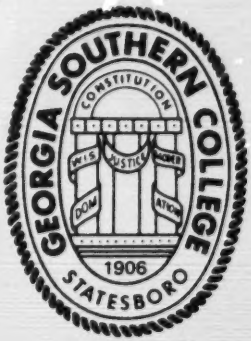

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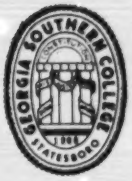

Faculty Handbook

1975

The information contained within this handbook has been collected from various official policy statements. These in most cases because of space limitations have been summarized or condensed, and the reader is advised that for a more detailed statement he should refer to the original source. The reader should also keep in mind that these policies may change from time to time through faculty action and further that the Board of Regents retains the power to modify, amend, or repeal any System or local policy in any respect.

FOREWORD

The Faculty Handbook of Georgia Southern College brings together guidelines and procedures which now govern the operation of the College, along with the fundamental rules, regulations, and the policies relevant to their positions. It also forms a basic document to which all faculty, new and old, will want to refer frequently in the course of their employment at Georgia Southern College.

It is hoped that this handbook will make it possible for all College personnel to do their jobs more effectively, and that it will serve to promote a better understanding of the policies of the College as set forth by the Board of Regents and by our own administration and faculty.

It should be kept in mind that an official and a fuller account of many policies is to be found in the publication, **Policies of the Board of Regents, University System of Georgia** (on file in departmental offices and the Library), and in the **Statutes of Georgia Southern College.**

Other documents of value include the **General Catalog, Graduate School Catalog, The Eagle Eye** (Student Handbook), **Student Organizations Handbook, Personnel Policy and Procedure Manual, Procurement Policy and Procedure Manual, Classified Personnel Handbook, Handbook of Information, Teachers Retirement System of Georgia,** and **Your Group Insurance Plan.**

The handbook is a source of ready information. Read it carefully! You will profit by it.

FACULTY HANDBOOK COMMITTEE

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August, 1975

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HISTORY AND PURPOSE

History of Georgia Southern College

Georgia Southern College was established by a special act of the Legislature in the summer of 1906. The College originated as one of the ten district agricultural and mechanical schools established through a legislative bill introduced by the Honorable H. H. Perry of Hall County and actively supported by Governor Joseph M. Terrell. To secure the location of the First District School, the people of Statesboro and Bulloch County gave 300 acres of land, installed and furnished lights free for ten years, and contributed $25,000 in cash. At first no appropriation was made by the State for maintenance, the provision being that all funds derived from fertilizer and oil inspection fees would be utilized for the support of the district schools. This arrangement proved unsatisfactory and was replaced in 1911 by an appropriation bill of the Legislature with annual allocations for maintenance.

In 1931, the tax-supported colleges, previously under the management of separate Boards of Trustees, were placed under the control of a single board, the Board of Regents, and all the institutions of higher education were coordinated into the University System of Georgia.

Starting out as the First District Agricultural and Mechanical School, the institution has had its name changed several times. In 1924 it became the Georgia Normal School. In 1929, the Legislature passed a bill changing the name to South Georgia Teachers College. In 1939, the Board of Regents changed the name from South Georgia Teachers College to Georgia Teachers College. The name was again changed on December 9, 1959, by the Board of Regents from Georgia Teachers College to Georgia Southern College.

In 1958, the Board of Regents authorized the Master of Education degree. Since that time seven more master's degree programs have been added, as well as the Education Specialist degree.

In 1969, the College was officially reorganized into schools and divisions, including the School of Arts and Sciences, the School of Education, the Graduate School, the Division of Business, and the Division of Industrial Technology. The Division of Business became the School of Business in September, 1971.

Purpose of Georgia Southern College

The statement of purpose which is printed below was recommended by the faculty and administration and officially approved by the Board of Regents of the University System of Georgia.

The people of the State of Georgia have taken action through their

representative legislature, Board of Regents, and University System to fill a need for the education of its citizens by establishing and maintaining Georgia Southern College

The purpose of Georgia Southern College is to help individuals prepare themselves for effective and responsible living in our democratic society, and for careers and professions through the use of an environmental system of facilities, administration, and faculty.

The College in its development intends to assume an expanding role, both internally and in the community outside the College environment. In assuming this role the College continues its function and purpose of promoting good teaching, scholarly research among faculty and students, encouraging innovation and experimentation, playing a part in the development of human resources at all levels, and being responsive to the needs of man and his world.

The College offers a program of study at all levels of learning designed to:

-stimulate the ability to think clearly and honestly and to communicate effectively;

-liberate a student's mind by introducing him to intellectual freedom through discipline in logical methods of thought, enlarging the scope of his ideas through relating his rapidly expanding acquaintance with a specialized field to the great expanse of related human knowledge, and extending his freedom in the social sphere through increasing his ability to communicate ideas to others;

-help students learn to respect the rights and views of others;

-enable students to be able to use and enjoy leisure;

-provide opportunities to broaden professional and cultural background and improve professional competence;

-prepare an individual for changing conditions, situations, and problems since principles and techniques are constantly subject to revision and obsolescence;

-help students appreciate why technological, political, social, scientific, economic, and humanistic literacy is a vital part of education.

Further, the College will provide experiences which result from stimulating intellectual and esthetic involvements, and the challenging professional preparation afforded by the academic community. As he emerges from these various experiences, the student will complete the full purpose of the College by continuing to learn as he takes his place in a society in which he will feel not only competent and free to make his contribution to the welfare of all, but also obligated and dedicated to do so because of his humane interest and his professional training, both of which he brought into mature being as a student at Georgia Southern College.

ORGANIZATION AND ADMINISTRATION

The University System of Georgia

The University System of Georgia is comprised of all the state-supported institutions of higher education. As one of these state-supported institutions comprising the University System, Georgia Southern College is governed by the Board of Regents.

The Board of Regents

The Board of Regents is composed of 15 members, one from each congressional district in Georgia and five from the State at large. Appointments are for seven years and the terms are staggered. All members are appointed by the Governor of Georgia with the approval of the State Senate. This constitutional board has broad jurisdiction over all the units of the University System and is charged with the responsibility for government, control, and management of the system of higher education in Georgia.

The Chancellor of the University System

The Chancellor is the chief administrative officer of the University System. Elected by the Board of Regents, he is the chief officer of the Board. He makes all recommendations regarding appointments, promotions, and dismissals; he recommends the appointment of all presidents and other administrative officers, faculty, research and extension staffs, and all other employees of the institutions and divisions of the University System. The Chancellor may veto any act of any council, faculty, or committee of any University System institution; such a veto may be appealed to the full Board of Regents.

Georgia Southern College

Georgia Southern College is organized according to the enclosed organizational chart. For more detailed information, please refer to the **Statutes of Georgia Southern College**.

President

The President of Georgia Southern College is elected by the Board of Regents upon the recommendation of the Chancellor. He is the executive head of the institution and of all departments. He is an ex officio member of the College faculty and presides over faculty meetings and the Senate. He exercises supervision and direction over the entire operation of the institution. He recommends through the Chancellor to the Board of Regents the election of

re-election of the faculty and other employees of the institution, the salary of each, and all promotions and dismissals. The President is responsible to the Chancellor for the operation and management of the College, as well as for the execution of all directives of the Board and the Chancellor.

Administrative Officers

Subject to the jurisdiction of the President, the general officers of the administration are the Vice President, Director of Administration and Fiscal Affairs, Dean of the Graduate School, Dean of the School of Arts and Sciences, Dean of the School of Business, Dean of the School of Education, Registrar, Dean of Students, Director of Libraries, Director of Institutional Development, and Director of Athletics.

The College Faculty

The College faculty consists of "the head, vice presidents, deans and directors, associate and assistant deans and directors, professors, associate professors, assistant professors, research associates, instructors, and equivalent ranks, members of the extension and research staffs, treasurer or similar official, and librarian." **The By-Laws of the Board of Regents, University System of Georgia**, VI, B, 1. The faculty meets at least twice a year or upon the call of the President. Attendance at all meetings by all members of the faculty is urged. In addition, a meeting of all faculty and staff is held on the Friday prior to the week of registration in the Fall Quarter.

Faculty Senate

The Faculty Senate, councils, and committees are the primary representative agencies through which the Georgia Southern College faculty expresses views and makes recommendations apropos to the administration of the College and the academic programs offered by the institution. The Senate is the legislative agency of the faculty on regulations affecting academic activities, general educational policy of the College, the welfare of the faculty, and other matters as they may maintain and promote the best interests of the faculty and the College.

Councils

The Administrative Council, the Graduate Council, the Academic Council, and the Student Personnel Council serve as advisory bodies to the President, Vice President, and the appropriate deans, and are responsible to the Faculty Senate.

Committees of the College Faculty

A primary representative channel through which the faculty expresses its views on the affairs of the College is its standing committees, which are free to make recommendations pertinent to the administration and to the academic

programs of the College. The committees act in an advisory capacity, their duties and responsibilities being defined by the Senate. Their recommendations are not regarded as formally adopted until approved by the appropriate agency unless such recommendations are within previously approved policy guidelines. Recommendations for membership on these committees are made by the Committee on Committees with subsequent approval by the Senate.

Committee members are appointed for a term of one year, and shall serve no more than three out of five years on any one committee. Except in cases provided for in the Statutes, one person shall serve on no more than one standing committee or council.

Ad hoc committees may be appointed by the Faculty Senate or by an administrator to advise him.

ACADEMIC STRUCTURE

Undergraduate and graduate programs at Georgia Southern College are designed to prepare students for effective living in diverse areas of life. At the undergraduate level, the College offers a liberal arts program with majors in many fields; strong professional programs in teacher education and related services, business administration, home economics, recreation, secretarial administration, medical technology, engineering technology, and industry; and pre-professional preparation for such fields as medicine, law, nursing, pharmacy, and dentistry. For a detailed account of the programs offered, see the General and Graduate Catalogs.

The School of Arts and Sciences

The School of Arts and Sciences contains one division, Home Economics, and 14 departments as follows: Art; Biology; Chemistry; English, Journalism, and Philosophy; Foreign Languages; Geology; History and Geography; Mathematics and Computer Science; Music; Physics; Political Science; Psychology; Sociology and Anthropology; Speech-Drama. Numerous majors are available to students enrolling in the School of Arts and Sciences – Art, Biology, Chemistry, Criminal Justice, English, French, Geology, German, History, Journalism, Mathematics, Music, Physics, Political Science, Psychology, Sociology, Spanish, and Speech. Minors are available in these fields and also in Anthropology, Geography, Journalism, Library Science, Linguistics, and Philosophy.

The School of Arts and Sciences instructs the student in the principles of analytical thought, introduces him to a specialized bloc of subject matter, and assists him in interrelating the contents of various fields. The faculty of Arts and Sciences takes as its major objective the development of an atmosphere

that is creative and challenging. It desires that its graduates prize above all the free exchange of ideas under the rules of intellectual integrity.

The School of Business

There are five departments in the School of Business: Accounting, Economics, Finance, Management, and Marketing-Office Management.

The School of Business is equipped to provide its students with the necessary tools and backgrounds that will enable them to obtain employment and to handle a variety of situations in the modern, growing world of business. The student who enrolls in the School of Business is provided first with an awareness of the economic, social, and human forces which form the background against which his business career will be pursued. During his junior and senior years he increases his intellectual breadth by completing ten courses covering the entire field of business to develop his understanding of individual business enterprises and to give him an understanding of the problems and the larger relationship of the economy as a whole.

School of Education

The School of Education is organized into six departments and one division: Educational Psychology and Guidance, Elementary Education, Instruction and Curriculum, Professional Laboratory Experiences, School Service Personnel, Secondary Education, and the Division of Health, Physical Education, and Recreation. The Marvin Pittman Laboratory School is also a part of the School of Education.

The primary responsibility of the School of Education is teacher preparation. In keeping with that responsibility, its purposes are:

–To aid in focusing the total College resources on the human and social advancement that improved education and recreation can bring to the Georgia Southern College service area.

–To provide for the preparation of those who hold school positions in instruction, services, administration, and supervision.

–To give guidance to the field practitioners in the further development of the education profession.

–To create a center both for the study of education and for the dissemination of educational developments that will lift the level of the public schools.

–To provide greater opportunity for the school personnel preparation program to be academically strong, distinctively creative, geographically influential, and genuinely effective.

–To maintain and give counsel regarding the program of preparation for each type of school work for which the institution wishes to prepare school personnel.

The School of Education is the responsible agent in advisement of the students seeking a degree in Education, but it has several "advisement leaders" from the

content fields. These advisement leaders work under the direction of the Dean of the School of Education in order that they may keep abreast of matters related to admissions and advisement in teacher education, including matters of admissions to teacher education and admission to student teaching.

The Division of Industrial Technology

The Division of Industrial Technology offers the Master of Technology degree; the Bachelor of Science in Technology degree with options in Manufacturing Technology, Manufacturing Management, and Printing Management; and the Bachelor of Engineering Technology degree with options in Building Construction Technology, Civil Engineering Technology, Electrical Engineering Technology, and Mechanical Engineering Technology.

The program develops students into manufacturing, construction, transportation or communications engineering aides, technologists, designers, planners and managers. The degrees provide technical education relevant to the needs, interests, and aptitudes of students engaging in today's technical fields, and, additionally, provides a formal base of higher education in these fields.

The Division of Industrial Technology also provides the substantive content for the Industrial Arts and Trades and Industry majors offered in the Bachelor of Science in Education degree. A major in Industrial Arts is also offered in the Master of Education, Master of Science for Teachers, and Education Specialist degree programs.

The Graduate School

The graduate program at Georgia Southern College was initiated in 1958 with authorization by the Board of Regents of the University System of Georgia to offer a teacher education program leading to the Master of Education degree. Six-year programs in teacher education were initiated in 1960. Since that time, eight other degree programs have been authorized: Master of Arts, Master of Science for Teachers, Master of Science, Master of Business Administration, Master of Recreation Administration, Master of Public Administration, Master of Technology, and Education Specialist.

The purpose of graduate study is the promotion of scholarship that is thorough, creative, and independent in character. The program finds its province in training the student to become an investigator in special fields of learning, broadening his professional and cultural background, fostering research and the application of research methods, and improving his professional skills and competence.

Graduate study is open only to students whose academic records indicate the ability to do work which in quality and quantity can be judged as outstanding.

The Dean of the Graduate School serves as Director of Research.

The Division of Public Services/Continuing Education

The Division of Public Services/Continuing Education serves as the unit responsible for several areas of activity for the College. The division serves a coordinating role in arranging and accounting for all public services offered by other units of the College and in doing so attempts to remain flexible, alert to change, and responsive to community and individual needs. The division is responsible for aiding all campus units in the communication of knowledge and for providing educational services to Georgia citizens through professional training, consultation, continuing education, and the use of facilities.

Specific areas of service include the arranging of conferences or meetings, other than those for regular instructional purposes, where some segment of the public is invited to the campus for an event. Arrangements for all needed services may be made through the conference coordinator in the division which acts as the official unit responsible for scheduling and accommodating conferences and meetings. The division also assists faculty members in their program planning and development by serving as a coordinating liaison among the involved personnel or units.

The Short Course Program was begun with the idea of further improving the college-community relationship and making available the services of Georgia Southern College in the fulfillment of the informal and educational training needs and interests of the community. Information from government offices and agencies providing funds for special programs may be obtained from the division.

Requests for facilities for any campus event, other than regularly scheduled classes, are to be registered with the Facilities Coordinator as soon as a decision is made to hold the event. The coordinator will work with any person, agency, or group in properly scheduling space for any and all events.

FACULTY EMPLOYMENT POLICIES AND PROCEDURES

Recruiting of faculty at Georgia Southern is considered the responsibility of all faculty members. When a position becomes vacant or a new budget position is obtained, leads on applicants are sought from all quarters—graduate schools of leading universities, college and university placement offices, professional colleagues throughout the country—to name only a few. Both faculty and administrators suggest names to the department head concerned. After he and his faculty conduct a preliminary screening, a minimum of three telephone calls are made to check on the references of each of the top three or four

prospects. Finally the department head, after consultation with his faculty and dean, extends an invitation to one or more of these applicants to visit the Georgia Southern campus. After intensive interviewing by the department head (who often utilizes a committee to assist him), by the dean, and in many cases by the Vice President and President, a selection is made and the President asks the Board of Regents for authorization to make a contract offer.

Appointments

New faculty appointment forms are processed by the department head, dean, and Vice President. The following information is required by the Board of Regents before any action is taken on the appointment recommendations: fully completed Regents appointment form, the State Security Questionnaire, the Medical Examination, and official transcripts indicating the degree last attained. No contract may be issued without the execution of the Loyalty Oath. New faculty members should visit the Personnel Office to complete forms relating to payroll deductions, et cetera.

Georgia Southern is an Equal Opportunity Employer.

Deductions and Fringe Benefits

The College is required to withhold Federal and State income taxes from the salary of each employee. The deductions are based on the information given on the employee's withholding exemption certificate.

SOCIAL SECURITY: All employees are required to participate in old age and survivors insurance under the Federal Social Security Act. The College is required to withhold in accordance with the current rates and to match this sum which is paid to the government as a payroll tax.

TEACHERS RETIREMENT SYSTEM OF GEORGIA: Additional retirement benefits are provided by the Teachers Retirement System of Georgia. Currently, six percent of the faculty member's gross pay is withheld and forwarded to the Retirement System for deposit in the member's account. The System matches this amount with 8.77 percent.

GROUP INSURANCE PROGRAM: All faculty and staff members participate in the group insurance program underwritten by the Equitable Life Assurance Society. The College pays for the coverage on the faculty or staff member. The program features a combination of life, accidental death and dismemberment, health, and major medical insurance. Dependent coverage and supplementary life insurance under the program is available. Further details are available in the Personnel Office.

TAX SHELTERED ANNUITY: An employee may enter into a nonforfeitable annuity contract under the provisions of the 1954 Federal Internal Revenue Code, Section 403 (b). See the Director of Administration and Fiscal Affairs for details.

FACULTY CLUB: Faculty members wishing to join may have dues automatically deducted monthly.

SICK LEAVE: When a twelve month faculty member is incapacitated by illness, salary payments will be continued for the duration of illness or until all accrued leave is expended. Sick leave is accrued at the rate of eight hours per month, and is cumulative. When an employee (employed prior to 1 October 1970) is incapacitated by an extended illness, his or her salary shall be continued for a period during his or her illness not to exceed his or her accumulated sick leave or in accordance with the following provisions, whichever is greater:

(1) For one year of continuous service but less than four years, a sum equivalent to one month's salary.

(2) For four years of continuous service but less than eight years, a sum equivalent to three months' salary.

(3) For eight years of continuous service but less than twelve years, a sum equivalent to three months' full salary and an additional three months at one-half salary.

(4) For twelve years of continuous service but less than fifteen years, a sum equivalent to three months' full salary and an additional six months at one-half salary.

(5) At least fifteen years or more a sum equivalent to three months' full salary and an additional six months at one-half salary, from date of established illness, unless he or she is eligible for disability retirement.

When a nine month faculty member who has been employed by the College for less than one year is incapacitated by illness, he or she will receive his or her salary for the duration of his or her illness or for a cumulative period of two weeks, whichever occurs first. When a faculty member who has been employed by the College for one year or longer is incapacitated by illness, he or she will receive his or her salary for the duration of his or her illness in accordance with provisions 1-5 shown above.

LEAVES OF ABSENCE AND VACATIONS: The President of the College may, with the approval of the Chancellor and the Board of Regents, grant leaves of absence, with or without pay, to members of the faculty and administrative staff.

Leaves with pay shall be granted only for the purpose of promoting scholarly work and encouraging professional development. No leaves will ordinarily be granted until a person has been the employee of the College for a period of three years. The maximum amount of pay is normally one-third of the salary for the previous year.

Professional personnel under fiscal year contracts are given annual vacations with pay for twenty-one working days during each twelve months of employment. Earned vacation may be accrued up to a maximum of 45 working days and employees shall be compensated for all accrued vacation time upon termination of service from the University System of Georgia for any reason. Such compensation shall be based on information from institutional vacation leave records. A terminating employee shall not accrue vacation leave after the last

working day of his or her employment. In addition, there are official holidays designated and announced by the President. Faculty members employed under academic year contract neither earn nor receive annual leave.

In recent years, salary increases have been mainly based on the merit rating earned by a faculty member. This rating represents a concensus arrived at by the department head, dean (or division chairman), and vice-president and is finalized as a recommendation to the president. The three major components of the merit rating are teaching (which receives major emphasis), research, and public service.

Promotions

Promotions in rank and salary increases are based on merit and are not automatic. The Board of Regents has fixed certain minimum criteria for promotion from one rank to another. These criteria include superior teaching, outstanding service to the institution, academic achievement, and professional growth and development. In at least two of these four areas, the faculty member's accomplishment should be noteworthy. Length of service also is taken into consideration. The terminal degree or its equivalent is required for promotion to associate or full professor. Normally no promotion is made if the faculty member has been in rank less than four years. Consideration is taken of the number of promotions available to the college and the number of faculty members in each rank.

In recent years, salary increases have been mainly based on two factors. Because of inflation an increment (the amount will vary according to monies received in any given year) is normally given which acknowledges the rising cost of living. The second, and most important factor, is the merit rating earned by a faculty member. This rating represents a concensus arrived at by the department head, dean (or division chairman), and vice-president and is finalized as a recommendation to the president. The three major components of the merit rating are teaching (which receives major emphasis), research, and public service.

Tenure

Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of assistant professor or higher.

The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (lecturer, instructor, or professorial ranks) without the award of tenure shall be 10 years, provided, however, that a terminal contract for an 11th year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents.

Aliens are excepted from these maximum time regulations, but an alien who would otherwise have become eligible for tenure had he/she been a citizen may be awarded tenure upon attainment of citizenship.

Contracts

Faculty contracts normally cover the academic year of three quarters: fall, winter, and spring. Compensation is made in 12 equal installments, one-twelfth of the contract sum at the end of each month from September through May, and the final three-twelfths at the end of the contract period.

Work Loads

The normal teaching load of a faculty member ordinarily shall be fifteen hours per week. A faculty member who engages in research, or in some other approved activity, may be given credit for a part of his teaching load. The teaching of a graduate course or courses may also serve to reduce this load. In addition, division chairmen, department heads, and other faculty members undertaking substantial administrative duties may be permitted to teach lighter loads.

Travel

Travel at state expense is expected to result in professional improvement for the faculty member. Before making any trip, the faculty member must obtain authorization to travel from his department head. Out of state travel must have the further approval of the President a minimum of 15 days prior to the trip; foreign travel, 30 days.

Detailed regulations regarding reimbursable travel expenses are available from the department heads.

Resignations

Faculty and staff members employed under written contract for the fiscal year or academic year of three quarters are expected to give written notice of their intention to resign to the President of the College no later than February 1st immediately preceding the expiration of the contract period.

Termination of Employment

Faculty members in their first year, whose employment is not to be continued, shall be given written notice that their contract will not be renewed. This notice must be given by April 1 preceding the expiration of the contract period.

Non-tenured faculty in their subsequent years receive written notification by February 1st each year whether an employment contract for the succeeding year will be offered them.

The President of the College may at any time remove any faculty or staff member for cause by giving written notice. This notice will clearly state the charges against the person removed and must be sent by certified mail and receipted. (Procedures for hearing and appeal are set forth in the **Policies of the Board of Regents.**) The individual is entitled to file an appeal in writing within ten days after the date of the receipt of such notice or charges to the Board of Regents for a fair hearing before said Board or a committee of the Board. The Board, or Committee of the Board, may grant a hearing within 45 days of appeal. The action of the Board will be final.

Retirement

All faculty and staff members entering the full-time service of the College are required as a condition of their employment to participate in the Georgia Teachers Retirement System. Retiring members receive benefits from the Georgia Teachers Retirement System as well as Social Security benefits.

All employees of the College subject to the provision of the Teacher Retirement Law shall retire at the end of the fiscal year during which they reach the age of 67. However, a faculty or staff member may elect to retire at an earlier date. A member with 31 or more years of creditable service may retire regardless of age with no loss of benefits. If a member with fewer than 31 years of creditable service retires before reaching the age of 62, his benefits may be reduced. The University System does not guarantee a retirement allowance to any retiring employee with fewer than ten years of service. A complete description of this program is available in the Personnel Office.

Workmen's Compensation Insurance

All employees of the University System are covered by Workmen's Compensation Insurance.

Death

Upon the death of a faculty member, the College will pay the compensation to the surviving spouse according to the following provisions:

-If the deceased was a member of the faculty for less than one year, nothing will be paid.

-If he was an employee for at least one year but less than two years, a sum equivalent to one month's salary will be paid.

–If he was an employee for at least two but less than three years, a sum equivalent to two months' salary will be paid.

–If he was an employee for three years or more, a sum equivalent to three months' salary will be paid.

In all cases, salary means the regular salary the employee was receiving at the time of his death.

Academic Freedom and Violation of Rights

The following statements set forth the policy of the College concerning academic freedom and violation of rights:

–A member of the faculty is free to express, inside or outside the classroom, his opinion on any matter that falls within the field of knowledge he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. He should be careful not to introduce into his teaching controversial matter that has no relation to his subject. He should emphasize the fact that the opinion which he expresses is personal and not institutional.

–Members of the faculty should refrain from involving the College in partisan politics, futile controversies, and harmful publicity; they should refrain from publicly criticizing College policy before sending the criticism to the President for the consideration of the Board of Regents. As men and women of learning and as educational officers, faculty members should remember that the public may judge both their profession and their institution by their utterances.

–Each teacher shall be encouraged to maintain a reputation for scholarship through continuous research and study, which should yield results in improved teaching and publication of research studies.

Any employee of the College who believes that his rights have been violated and who is unable to obtain redress within his own department and school/division shall have the right to appeal to the President. If the President's decision does not settle the matter to his satisfaction, he may in accordance with the provisions of Article IX of the **By-Laws of the Board of Regents** present to the President an appeal addressed to the Chancellor and the Board of Regents.

Disruptive and Obstructive Behavior: Board of Regents Policy Statement

"The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to

the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

"In recent years a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

"These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institution officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

"The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

"Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

"For these reasons and in order to respond directly and specifically to this new problem, **the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.**

"The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which

interfere with academic pursuits or teaching, learning, and other campus activities."

Classroom Procedure

On the first day of classes each quarter, faculty members receive temporary class rolls from the Registrar's office. Late registrants may be added to these rolls ONLY if they present properly executed Admit-to-Class cards. During the second week of classes faculty members are given official class rolls. Names of students in their classes which do not appear on these rolls should be sent to the Registrar's Office. Corrected rolls are supplied later in the quarter. These are to be checked for accuracy and returned. Faculty members are not authorized to transfer students to other classes or otherwise adjust schedules. However, they may make recommendations for such adjustments to their department chairman. In order to receive credit for a course a student must register officially for the course through the Registrar. Students are held accountable for all courses for which they register unless they officially withdraw.

Regular and punctual attendance is expected of students in all classes. Attendance is counted from the first class meeting each quarter. Specific policies concerning class attendance are a matter for each professor to set for his class. It is expected that each teacher will clearly state his policies for each class, making clear what constitutes excessive absences. Departments may establish policies concerning class attendance provided there is unanimous agreement. The student is responsible for all material presented in class and for all announcements and assignments.

The College does not issue through its administrative offices an excuse to students for class absences. In cases of absences due to illness, representation of the College in athletic or other activities, or special situations, instructors may be informed of reasons for absence, but these are not excuses.

Grading System

The following uniform grading system is in effect for the institutions of the University System of Georgia:

Letter Grade	Grade Points	Letter Grade	Grade Points
A	4.0	I (Incomplete)	0
B	3.0	P (Pass, satisfactory)	0
C	2.0	WF (Withdrawal, failing)	0
D	1.0	WP (Withdrawal, passing)	0
F	0		

The grade of I (Incomplete) must be removed in the quarter following the quarter in which it is recorded, unless otherwise recommended by the instructor, with a maximum time of one year permitted. An incomplete grade which is not thus removed becomes an F.

The grade of P (Pass) is reserved for some courses which carry credit but no grade points, such as courses in physical education activities, band and some other music courses, Education 492 (practicum in student teaching), and Education 491 (student teaching).

The letter W (Withdrawal) is used to indicate official withdrawal from a course without a grade. It is assigned in all cases of official withdrawal during the first two weeks of classes. Such courses are not considered in computing the grade point average. After two weeks the instructor will indicate on the withdrawal card a grade of WP or WF. The grade of WP may be issued only if the student, at the time of withdrawal, has a passing grade in the course; it is not considered in computing the grade point average. The WF grade is counted as an F.

A student may not repeat any course for credit for which he has already received a grade of C or better.

Any course dropped after the first 10 class meetings, requires the signature of the student's dean. Prior to this time only the adviser's approval is needed. Any student who discontinues attending a class for which he is registered will receive an F unless he officially withdraws from the course at the time he stops attending. No student is permitted to withdraw officially from a course in the final three weeks of a quarter.

When courses in which a student has made a grade of D or F are repeated, the last earned grade is the official grade. However, all hours attempted and earned are counted in computing the grade point average.

Graduate students must maintain a B (3.0) average in both the subject matter field and in the total program. No grade below C may apply toward an advanced degree. If a graduate student's average falls below 3.0 upon completion of any multiple of three courses, he will be placed on probation. If his cumulative average is still below 3.0 when three additional courses have been completed, he will be dropped as a graduate student.

Grade Reporting

At mid-quarter, reports are issued for freshmen students who are failing. At the end of the quarter a full report showing courses taken and grades earned is issued to each student enrolled.

All final grades must be reported on the forms and cards supplied by the Registrar's office no later than 24 hours after the last officially scheduled final examination. Faculty members are urged, however, to turn in the grades for each class to the Registrar's office as soon as possible after each final examination is given.

Core Curriculum

During the freshman and sophomore years all students enrolled in units of the

University System of Georgia must complete a core curriculum consisting of 90 quarter hours, as follows:

I.	Humanities	20 hours
II.	Mathematics and the Natural Sciences	20 hours
III.	Social Sciences	20 hours
IV.	Courses appropriate to the student's major field	30 hours
	TOTAL	90 hours

Upon transfer to Georgia Southern College, a student who has satisfactorily completed the core curriculum as prescribed by any unit of the University System of Georgia, and who does not change his major, will have satisfied the Georgia Southern College core requirements and may transfer without loss of credit.

If only a fractional part of the core curriculum is completed at the home institution, Georgia Southern accepts full credit for those hours taken and determines which courses should be taken to satisfy the remaining hours in the core.

Faculty Office Hours and Absences

A member of the faculty is expected to post on his office door such office hours and conference periods as he deems most advantageous to his students.

All absences of faculty members from ordinary service in the College shall be reported by the department head to the appropriate academic dean. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to render adequate service in teaching. In his annual report, the department chairman shall include a statement concerning the performance of the members of the faculty in his department. Due attention shall be given in this report to special qualities of excellence in the performance of teachers in his department.

A special committee of the Faculty developed during the year 1971-72 a Code of Professional Standards for the Faculty. These were formally adopted by the Faculty Senate October 3, 1972 and are printed as an addendum at the end of this publication.

SERVICES AND BENEFITS OF THE COLLEGE

Library

The Georgia Southern College Library serves the academic and research activities of the College. Its collections number more than 526,000 items, which are

the equivalent of over 346,000 bound volumes. Additionally it carries more than 2,200 periodical subscriptions and also receives 58 daily or weekly Georgia newspapers.

Checking out books is very simple. A faculty member should merely note "Faculty" after his signature, and he should check all books out initially in person to avoid being liable for the loss of books which he did not request. Although he is not generally subject to the same two-week loan period as students, books will be recalled from him if needed by other readers, and he is requested to return them promptly then. It should be noted that the Library reserves the right to ask that books be physically returned for renewal if kept for more than one quarter, and they are definitely due in by the end of the academic year. It should be noted, however, that the regular two-week loan period does apply to books on the New Book Shelves when faculty members borrow them. Any book which is checked out is entrusted to the borrower for the minimum period applicable, and the Library will not refer other persons to him. "Holds" or tracers may be placed on books by request.

The Library's books are the property of the State of Georgia and should not be added to faculty members' private collections, to be further checked out from there to other individuals. Books lost while checked out to faculty members will be billed to them in the usual manner, at the cost of replacement plus the cost of processing and cataloging. Books not returned after twelve months will be assumed to be lost. If a faculty member fails to respond, the matter will be referred to the appropriate dean for further action.

The families of faculty members have the same privileges as students. Faculty members are requested not to sign out books for members of their families.

Bound periodicals circulate to students and faculty members alike on one-day loan periods only. New issues and unbound ones, however, cannot be checked out because of the extreme difficulty of obtaining replacement copies. Reference books do not circulate either.

Interlibrary loans may be requested through the Reference Department. Where limitations are placed on use of the borrowed books by the source agency, the faculty member is asked to abide by them and return them by their deadline.

A small area on the third floor, provided with locked enclosures, is reserved for faculty members with research in progress which involves Library materials. These are areas of maximal privacy, and they are not to be alternate offices for the receipt of messages or consulting with students. Those uses will give cause for termination of the assignment. Applications for a study room should be in writing, stating the nature of the research, grant, et cetera, and the probable length of time the room will be needed. Room assignments are renewable after the initial period has ended. Keys will be issued on payment of a $10.00 deposit. Use of the studies will be observed as fairly and carefully as possible and shall be a prime factor in renewing assignments of them.

A Xerox service is located on the first floor of the Library and a reader/printer is located near the collection of microforms on the second floor. Copying

for individuals is done at a nominal rate. Copying for departmental purposes may be charged to the appropriate department by the use of forms for this purpose.

The Library strongly recommends that assignment of books to the reserve shelves be kept to a minimum. Experience shows that more use of books not assigned to a whole class derives from being left in their normal places on open shelves than by their being segregated into a reserved area. The reserve shelves are, however, the proper place for materials assigned to an entire class. Periodical volumes as well as books may be placed on strict reserve (building use only). Items are not removed from reserve except at the request of the faculty member who placed them there or at the end of the term.

Forms for placing material on reserve are available at the circulation desk. It it helpful if the Library can have as much lead time as possible for placing books on reserve, particularly at the beginning of a term. In any case, at least two days are needed to transfer books to reserve. The request should be sent to the Library well ahead of the announcement of the assignment to students, or no later than two days after classes begin in any quarter. Since many books must be recalled to be placed on reserve, there may be an unavoidable lag of several days.

Orders for library materials are handled by the Acquisitions Department of the Library. Faculty members submit requests for material to be ordered through their department chairman or his designated departmental library representative. All library materials must be ordered through the Library; the Library will not approve invoices for materials ordered directly or by an individual. The choice of materials to be ordered on departmental allocations from the Library's book funds lies with the faculty members through their departments, but the placement of materials within the collections is determined by the Library. The Library will not order materials which are not suitable for addition to its collections. For example, workbooks and other materials which provide for the filling in of blanks are not considered appropriate additions to the Library. Nor are cheap (under $1.25) paperbacks which will not stand binding or normal shelf wear.

Books which have been announced should not be requested for purchase by the Library until a definite publication date and price are known. Full information concerning publisher, price, et cetera, on the request slip does much to speed acquisition of titles requested. The Library will search out this information if necessary, but priority in the routine handling of requests must be given to those for which full order information is already provided. Books needed for reserve, or other immediate use, may be requested as rush orders and will be given special priority in order routines. This procedure should be used sparingly; when it is observed that all orders from an individual faculty member are marked "rush" as a routine matter, they will be treated by the Library as routine orders.

During regular terms the Library is open 84 hours per week. The schedule is slightly curtailed during the summer sessions and considerably shortened

during holidays and intersessions. Deviations from the usual schedule are posted well in advance of their occurrence.

Research Services

Various services are provided to encourage faculty members to engage in research.

Faculty Research Committee: An annual budget for faculty research is provided through the faculty research committee, and proposals seeking funds should be submitted to the committee. Proposal guidelines and deadlines are published annually and can be obtained from the Graduate School Office. In addition, limited funds are available for publication costs.

Grant Information: The Division of Public Services/Continuing Education maintains a current file on information concerning opportunities for funding by outside agencies. Proposals related to training and public service grants are coordinated through the Division of Public Services/Continuing Education. Research proposals are coordinated through the Graduate School Office. Assistance with proposal budgets is available through the office of the Director of Administration and Fiscal Affairs.

Reproduction Services: Several services are provided to aid in any duplicating, printing, photography or other type of reproduction requirements relating to faculty research efforts. The Publications Office, the Library, Central Printing, and the Instructional Media Center all provide some of these services for faculty member research.

Computer Services: Georgia Southern College has a Burroughs B-2700 computer with 90K characters of memory. The peripherals attached to the computer are: 1100 lines per minute high speed printer, 800 cards per minute, 80 column card readers, 100 cards per minute card punch, three nine track, 1600 BPI magnetic tape units, 20 million characters of fixed-head disk storage, and a single-line control for data communications.

The Burroughs computer is capable of running several different programs at the same time. With this capability Georgia Southern is able to communicate with the University System computer network and process local administrative work at the same time. This enables the Center to give good service to the academic and research users.

Georgia Southern also has several teletype terminals for interactive communications with the University System computer network. These terminals are available to the academic and research users 24 hours a day.

Technical Assistance: Assistance in designing and constructing research equipment is available through plant operations and the shop operated by the School of Arts and Sciences.

Testing and Counseling

A counseling center is operated under the coordination of a director through

the Dean of Students. The major function of the center is to provide service to the individual student who desires and needs assistance in understanding and meeting his educational, vocational, and psychological range of occupational fields. Faculty referrals constitute a significant source of the case load of the center.

Institutional and national testing programs are coordinated through aptitude and academic achievement. The College makes available to students through the counseling center a wide variety of tests in the areas of ability, achievement, aptitude, interest, and personality. These data are utilized in prognosis and diagnosis in assessing the academic progress and personal adjustment of individual students, as well as for research purposes.

A regional veterans' counseling center is maintained as an integral part of the counseling center through contract with the Veterans Administration. The mission of the veterans' counseling center is to assist in the initial decision or re-evaluation of vocational-educational objectives for the veteran who requests such service through the regional veterans' office located in Atlanta, Georgia. Once a veteran has matriculated at Georgia Southern College, the Registrar's Office processes necessary papers, materials, and forms.

Student Records

Placement folders containing personal history, academic and test data, and placement records for each student are maintained in the Office of Student Personnel. Official academic records of students are maintained by the Registrar.

Faculty Records

Beginning faculty members are asked to complete a set of records containing identifying data, work experience, educational background, publication, and other educational activities. These data are updated periodically by means of a questionnaire executed through the appropriate department chairman.

Mail Service

The Landrum Message Center affects the daily pick-up and delivery of mail directly to the departmental offices. Individual faculty boxes are available at the Landrum Message Center at the nominal rate of 90¢ per quarter.

Permission for Use of Rooms or Buildings

Facilities needed for all campus events, other than regularly scheduled classes, are to be registered with the Facilities Coordinator within the Division of Continuing Education and Public Services as soon as a decision is made to hold the event. The coordinator will work with any person, agency, or group in properly scheduling space for any and all events.

The keeping of keys to rooms, buildings, et cetera, is the responsibility of

Plant Operations. Requests for access to such keys should be routed through the departmental chairman.

Telephones

The College is equipped with CENTREX and GIST telephone service, which provides for direct station to station dial, both into and out of the campus. GIST lines should be used for long distance service, and toll calls should be made only in emergencies. Personal long distance calls are the responsibility of the caller and should be charged to home phones. A switchboard is maintained from 8:00 a.m. until 6:00 p.m. for information and assistance only. Campus telephone directories are available in the office of Institutional Development.

Parking

All motor vehicles operated on campus are to be registered immediately with Campus Security. At the time of registration a faculty parking permit will be issued. Faculty parking lots are for faculty parking only. This same procedure also applies to student operated vehicles. Parking regulations are available from the Security Office.

Organizational Social Affairs

All student activities and social affairs by student organizations must be registered in advance with the Director of Student Activities in the Office of Student Personnel. A quarterly Calendar of Events prepared by the Director of Student Activities will be augmented by a Weekly Schedule of Activities published by the Division of Continuing Education and Public Services.

Book Orders for Classroom Use

The College operates a bookstore for the convenience of faculty and students. The bookstore provides forms through department heads for requisitioning texts and supplies to be stocked in the bookstore for use in prescribed courses.

Food Service

The College Food Service Department operates four major activities. The Landrum Center Cafeteria operates daily with semi-continuous service to its students, its faculty, and its guests. All customers may enjoy an array of drinks, entrees, vegetables, and desserts with repeat servings for one price.

The F. I. Williams Center is presently a flexible facility capable of handling nearly any special occasion. This facility is an excellent place for either large or small dinner meetings. Coffee breaks and receptions will be provided for 25 to 1,000 anywhere on campus through this branch of Food Service.

A Snack Bar is operated in the F. I. Williams Center. This facility is primarily a short-break area and fast food outlet for those who must eat in a hurry.

Concessions are provided upon request for any campus activity that will attract a large crowd. Concessions are available at most Georgia Southern athletic events.

Secretarial Assistance

Secretaries and part-time student assistants provide the College with a capable corps of secretarial assistance. These services, at least numerically and position wise, are controlled by budgetary consideration and projections that must of necessity be made in advance. Questions and/or problems concerning this matter should be directed to department heads.

Dames Club

Faculty wives are invited to become members of a well-organized and active social club known as the Dames Club.

Faculty Club

A faculty club with a nominal membership fee is open to all faculty members. The club is located in the building near the entrance to Windsor Village.

Academic Work

Full-time faculty members are permitted to take a maximum load of five quarter hours academic credit upon recommendation of the department head. Student fee rates will apply.

Outside Activities

A faculty member shall not engage in any occupation, pursuit, or endeavor which might interfere with regular and punctual discharge of his official duties.

It shall be recognized that there exists an obligation of the faculty, usually intermittent, to furnish expert knowledge and counsel for the public benefit, provided that the meeting of this obligation does not interfere with their regular duties, and provided further that in meeting this obligation the faculty member shall avoid competition with legitimate private enterprise.

Academic Convocations

Commencement exercises and the annual Honors Day program are especially notable occasions. Faculty members are expected to attend these events in academic dress. The faculty, through its Senate, has determined that all departments will arrange to have at least 60 percent of their members present for Commencement. (All members are expected to be in attendance at the Honors Day ceremonies.) Communications related to any convocation should be carefully noted and the directions for participation precisely adhered to.

Political Activities

There are no restrictions placed upon the faculty as individuals in matters of political activity. At all times, however, the faculty member is expected to be keenly conscious of the fact that he is employed by the State of Georgia and that, in a sense, he represents the State. He is expected to use forethought in his statements, decisions, and actions, not only in political activities, but in all areas where he functions, as his actions always reflect upon the College.

Any member of the faculty who aspires to political office should advise the President of the College of his intention to enter a race.

Annual Reports

The head of each department, division, or school is required by University System Regulations to submit an annual report to his immediate supervisor who ultimately submits it to the President in his own report. It therefore follows that each faculty member will be asked for such a report which in turn will be used to make up his chairman's report.

Institutional Development Office

Institutional Development is the central agency for public relations, fund raising, alumni affairs, publications, and news. It is from this office and its services to newspapers, radio, and television that the College's public is informed about the activities, growth, and development of Georgia Southern College.

Through the Office of Publications, which develops and coordinates all institutional printing and publications, the public receives professionally designed and well written pamphlets and brochures; through the Alumni Office, the GSC Alumni Association is provided leadership and service for a better informed Alumni Association and a more supportive Association for the College; through the Resource Development program, private funding is solicited for building Georgia Southern; through the News Service, the growth and development of the College are reflected; and through Public Relations, programs are designed and carried out which involve the public.

Publications

The Publications Office is a coordinate part of the Office of Institutional Development. All publications handled by the Institutional Development Office are produced through this area. This includes Alumni materials, Foundation publications, brochures and booklets for special events and programs, and the like. Additionally, this office is responsible for coordinating the production of publications for other administrative offices, which include the College Bulletin series, recruiting and general information materials, and other publications needed throughout the academic year.

The Publications Office is also to be called upon for services to various

departments within the academic framework of the College. Its function is to provide publications which are of a professional and consistent quality for all areas of the College.

The Georgia Southern College Foundation

The Georgia Southern College Foundation, Inc., was chartered in August, 1962, as a non-profit corporation under the laws of the State of Georgia.

The Foundation is organized to support the total development of the College by encouraging gifts for student needs (scholarships, assistantships, loans), faculty advancement, library resources, and athletic support. It has the authority to accept gifts and contributions of any kind from individuals, corporations, or other organizations or associations, whether made by will or otherwise, and in any form of property, provided that the objects specified by the testator or donor are within the objectives and purposes of the corporation. The Foundation is particularly interested in gifts to meet the needs of Georgia Southern College other than those which are adequately met by state appropriations.

Various funds have been established for specific educational purposes. Information about these funds and the Foundation may be obtained from the Director of Resource Development.

Georgia Southern College Alumni Association

One of the purposes of the Georgia Southern College Alumni Association is to support the College in its educational programs. The Association is directed by an executive committee and a Board of Directors. Additionally, the Office of Alumni Affairs works as a coordinating agency for alumni business and for development of specific requests by the Association. The Association now has a total membership of approximately 12,000.

The Association sponsors the annual Homecoming activities during spring quarter. Many interesting events are planned for all who participate.

Intercollegiate Athletics

Intercollegiate Athletics are conducted in the interest of the student body and alumni of Georgia Southern College, and with regard for the citizens of Statesboro and of Georgia.

Athletics are an integral part of the College's total program. Georgia Southern College is a member of the National Collegiate Athletic Association and is governed in matters of eligibility by the Constitution and By-Laws of this organization.

The intercollegiate sports program for men consists of competition in basketball, baseball, golf, gymnastics, tennis, swimming, and water polo.

Campus Security

The Division of Campus Security is responsible for the security of the people and property of the campus. Mr. Howell and his staff are responsible for insuring that all students and faculty are secure in their person and their belongings, that the property of the College is protected against theft and vandalism, and that all the laws of the State of Georgia and the City of Statesboro are enforced. They are also responsible for the control of traffic on the campus.

The Office of Campus Security is located on the west side of Sweetheart Circle and is open twenty-four hours a day three hundred and sixty-five days a year in order to provide security and information services for the campus. Contact with law enforcement officers concerning anything in which the College is involved should be done through Campus Security.

STATESBORO AND BULLOCH COUNTY

The area which is now Bulloch County was originally a part of St. Philip's Parish in the Province of Georgia. When organized resistance to British rule began to take form, Archibald Bulloch was one of those sharing in the title of "Liberty Boys." He was elected President of the Second and Third Provincial Congresses meeting in Savannah and was appointed to the Continental Congress along with John Houston, Lyman Hall, George Walton, and Button Gwinnett.

Following the Declaration of Independence, the parishes were abolished and counties were set up. What is now Bulloch was a part of Effingham County. Archibald Bulloch was asked to serve as governor until the legislature could meet and elect one. Bulloch died before this could be done.

The County of Bulloch was formed by an Act of the Legislature in February, 1796. Most of the early settlers were stockmen. Later cotton became one of the major products.

Today the agriculture of the county is prosperous and well diversified. Major farm income comes from tobacco, cotton, corn, peanuts, soybeans, dairying, cattle, hogs, broilers, and timber. Statesboro is a leading tobacco market in the Georgia-Florida flue cured tobacco belt.

The town of Statesborough was created by an Act of the Legislature on December 19, 1803. There is no accurate record of why the town received its name. The theory usually accepted is that it was named in honor of the fight for states rights made by Thomas Jefferson.

The principal reason for the establishment of the town was to serve as the county seat. The first courthouse, a log house, was burned by Union forces in 1864. The present courthouse was erected in 1894 replacing a two story frame courthouse.

The town's charter of 1866 changed the name from Statesborough to Statesboro.

As late as 1880, the population was only 25, but it increased rapidly following that time. In 1893, a major fire destroyed most of the business section. None of the buildings built prior to 1893 still stand.

In the early 1900's Statesboro claimed to be one of the great dry goods centers in this section, and it was recognized as the leading Sea Island Cotton Market in the world.

The 1970 census showed Statesboro with a population of 14,616 and Bulloch County with 31,585. The present Chamber of Commerce estimates are 17,500 and 34,000 respectively. The altitude is 259 feet; the rainfall is 47.23 inches per year; and the temperature averages 51 degrees in January and 80 degrees in July. There are 14 elementary and secondary schools in the county with an enrollment of more than 7,000.

Statesboro is governed by a mayor and council and Bulloch County by a Board of Commissioners. In addition to the Statesboro Police Department and Bulloch County Sheriff's Department, there are Georgia Department of Investigation and Georgia State Patrol units headquartered in buildings north of the city limits on highway 301.

The regional library serves four counties and contains over 72,000 volumes plus recordings, film strips, and 8mm films.

The Bulloch County Hospital has 133 beds. There are 21 medical doctors, 12 dentists, two optometrists, and two chiropractors in the city. Public Health Service is available. Specialists available are cardiology, obstetrics-gynecology, radiology, pediatrics, and psychiatry.

There are approximately 80 churches in Bulloch County including the following principal denominations: Baptist, Methodist, Primitive Baptist, Presbyterian, Catholic, Church of God, Christian Science, Christian, Church of Jesus Christ of Latter Day Saints, Jehovah's Witnesses, Episcopal, Church of Christ, Free Will Baptist, and Lutheran.

Both Greyhound and Continental Trailways serve Statesboro.

Two newspapers, the **Statesboro Herald** published five days a week, and the **Southern Beacon**, a weekly, serve the city and county. Radio stations are WWNS-AM and WMCD-FM Stereo. Cable antenna television service is available in the city on 11 channels.

An excellent city recreation program is available. The nearest state park is Magnolia State Park near Millen, Georgia. The nearest public access lake is Cypress Lake (600 acres). The nearest river is the Ogeechee. Forest Heights County Club has tennis courts and an 18-hole golf course.

The Statesboro-Bulloch County Chamber of Commerce is able to supply information with regard to the city and county in great detail and is anxious to serve faculty members in any way possible.

Georgia Southern College

CODE OF PROFESSIONAL STANDARDS FOR THE FACULTY

Preface

The objectives of this code are the attainment of academic excellence and a cooperative relationship with the administrative offices so that the latter may, through progressive leadership, expeditiously implement the policies of the College.

Introduction

A faculty member is a teacher-scholar, a participant in the shaping of College policies, and a citizen. He* has rights and responsibilities in these capacities which are closely interrelated. In each capacity his conduct has an impact upon students, faculty members, and staff, and upon the academic and general reputation of the College. This statement, without

*It should be emphasized that wherever the masculine is used it includes the feminine. The convention has been followed solely for purposes of simplicity of expression.

purporting or attempting to provide a complete code of faculty conduct, sets forth rights and responsibilities of faculty members that the Faculty Senate of Georgia Southern College believes to be significant.

The Senate emphasizes that it is not charged with the duty of appraising the performance of individual faculty members and that it has no function in connection with disciplinary proceedings. Nothing in this statement contravenes any policy set forth in the Statutes of the College, the policy handbook of the Board of Regents of the University System of Georgia, or the laws of the State of Georgia or of the United States.

A. The Faculty Member as a Teacher-Scholar**

1. A faculty member's professional and moral right to teach rests upon mastery of his subject and/or competent scholarship. He has an obligation to keep abreast of main currents in his field.

2. The principles of academic freedom entitle him to the privilege of organizing his subject matter in such ways and presenting it by such methods as, in his considered judgment, will have optimum value for his students, subject to such guidelines as are reflected in the departmental, school, and other faculty policies, and subject to the obligation to require an amount and quality of work from his students which justify the course credit accorded.

3. He is obligated, in general, to present the pre-announced subject matter of his course, and he should rarely inject matter irrelevant thereto.

4. He should allow his students the freedom of inquiry that he demands for himself, should make them aware of viewpoints differing from his own, should carefully distinguish between fact and opinion, and should never require agreement on

**There are specialized situations, such as those of the teacher-artist and of faculty members whose duties do not encompass regular classroom teaching of degree candidates, which may not fit the conventional mold of teacher-scholar.

debatable matters as the price of academic success. He should encourage his students to develop the capacity for critical judgment and to engage in a sustained and independent search for truth in and out of the classroom.

5. His students should have a high priority in the allotment of his time.

6. He has a duty to provide promptly such evaluation of the work of each student as is required by relevant faculty policies. This evaluation must be based upon academic performance professionally judged and not upon such irrelevant matters as personality, sex, race, religion, degree of political activism or personal beliefs. The arbitrary assignment of a fixed percentage of students to each grade level is an unacceptable practice.

7. He has an obligation to respect the rights of students, including, in the absence of exceptional circumstances, an obligation to respect student confidences shared with him.

8. He has the right to pursue any research or artistic endeavor that he deems to have potential value, subject to appropriate safeguards where the research involves the physical well-being, mental processes, or confidences of living persons. Because open access to knowledge is of the essence of a college, at an appropriate time the results of college research should be made available to society for appraisal and use.

B. The Faculty Member as a Participant in the Shaping of College Policies.

1. The faculty member has a duty to defend academic freedom whenever and from whatever source threats against it arise.

2. He is obligated to do his part in maintaining an atmosphere in which violations of academic and personal rights are unlikely to occur and in developing policies by which their rights are assured.

3. He has a right to criticize and to seek alteration of both academic and non-academic college regulations and policies, whether or not they affect him directly; he also has an obligation to adhere to established college regulations and policies which apply to him.

4. He must be aware that changes in our society require constant re-examination of the functions of the College and of the manner in which the College carries out its functions.

C. The Faculty Member as a Citizen

1. As a citizen, the faculty member has the rights and responsibilities common to all citizens.

2. When he has special knowledge, and views based thereon, relevant to a political or social issue, he has a right–at times rising to a duty–to make such knowledge and views known but in no way should he imply that he is an institutional spokesman.

3. Whether speaking as an ordinary citizen or as one with special knowledge, he should be free from institutional censorship, discipline, or reprisal affecting his professional career. When speaking as one with special knowledge, his relationship to the College imposes special responsibilities. He should be accurate, should exercise proper restraint, should show respect for the opinions of others, and should in no way imply that he is an institutional spokesman.

D. General Considerations

The faculty member has a duty to honor his contractual obligations to the College and to be aware of and fulfill his professional obligations. In expressing his views concerning College policies or public issues, he, alone or in concert with others, has a right to employ appropriate means such as convening and conducting public meetings, peacefully demonstrating or picketing, and publicizing his opinions. He has no right to employ inappropriate means such as incitement to physical violence to individuals; destruction to property; disruption or prevention of the holding of classes or other legitimate College functions; interference with the legitimate right of others to be heard; or the legitimate exercise of personal rights by others.

Adopted, G.S.C. Senate, October 3, 1972

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